

OFFICE SAFETY

SLIPS, TRIPS, &
FALLS

BLOCKING
EXITS

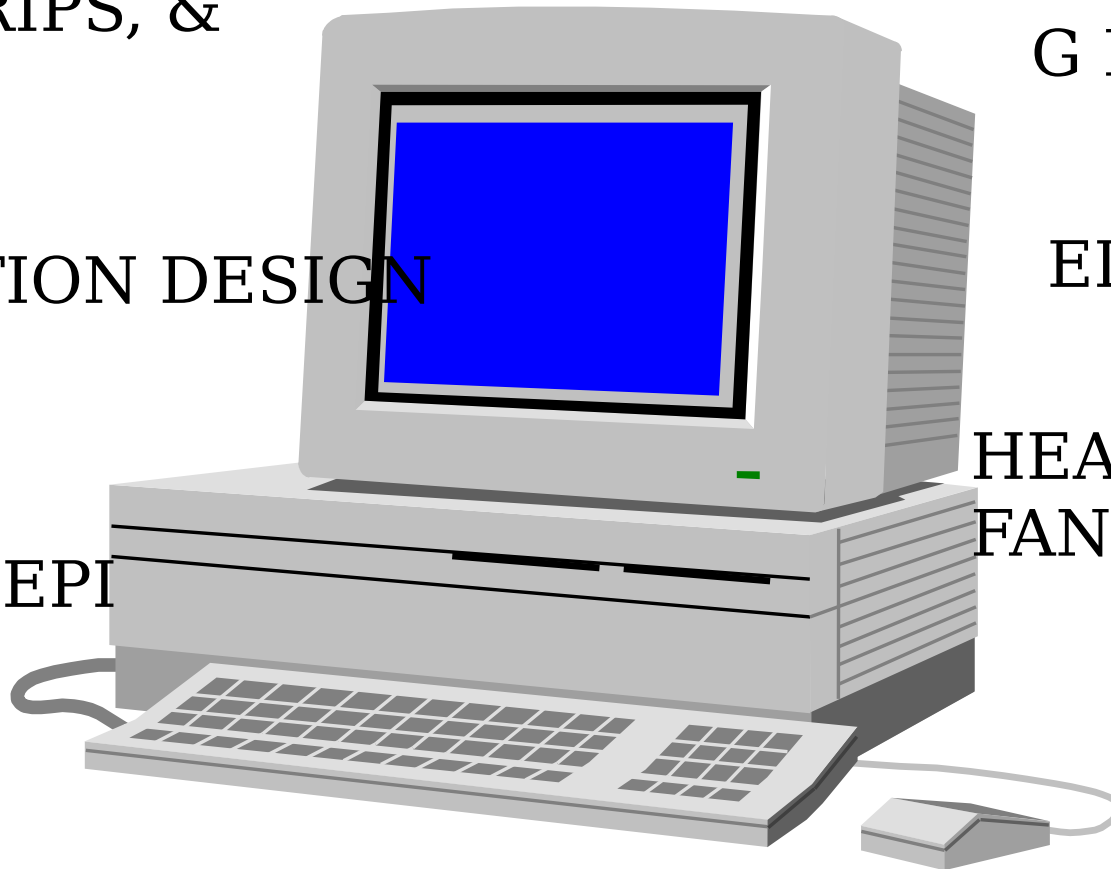
WORKSTATION DESIGN

ELECTRICAL

HOUSEKEEPING

HEATERS &
FANS

LIFTING



EMERGENCY ACTION
PLANS

FAULTY EQUIPMENT

SLIPS, TRIPS AND FALLS

FILE DRAWERS

WET FLOORS

STAIRS

CARPET

CHAIRS

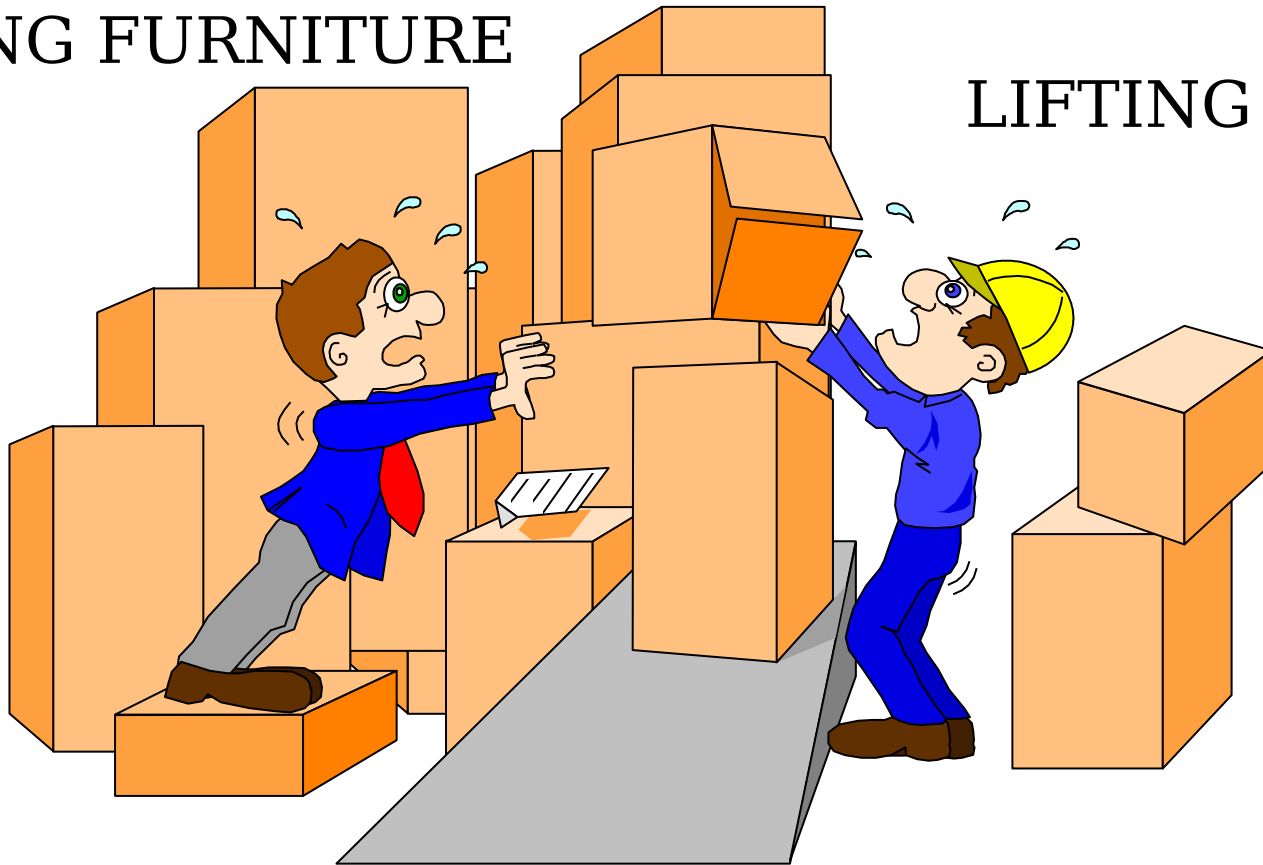
PARKING LOTS



IMPROPER LIFTING TECHNIQUES

MOVING FURNITURE

LIFTING BOXES



OFFICE EQUIPMENT

CHAIRS

STAPLER
S

POWERSTRIPS

GROUND
WIRES

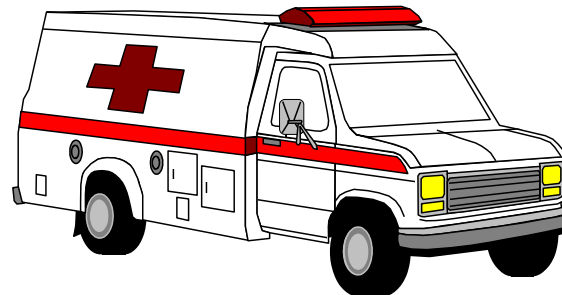
Frayed Cords

Holiday Decorati



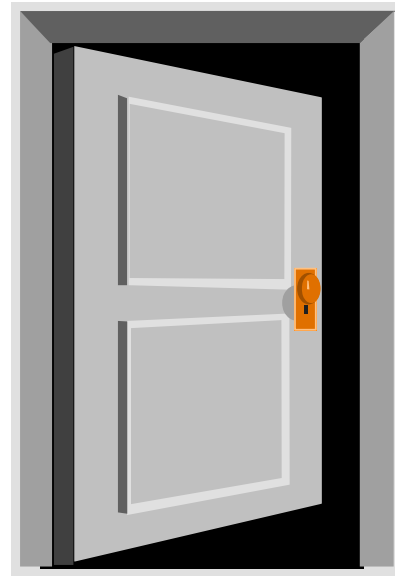
EMERGENCY PLAN

- Each Office Area will have a written plan that covers fire, earthquake, storm or flood emergencies.
- Should be reviewed with employees each time it is changed



EMERGENCY EVACUATION PLAN

- Procedures for emergency escape
- Emergency route
- Account for all personnel after evacuation



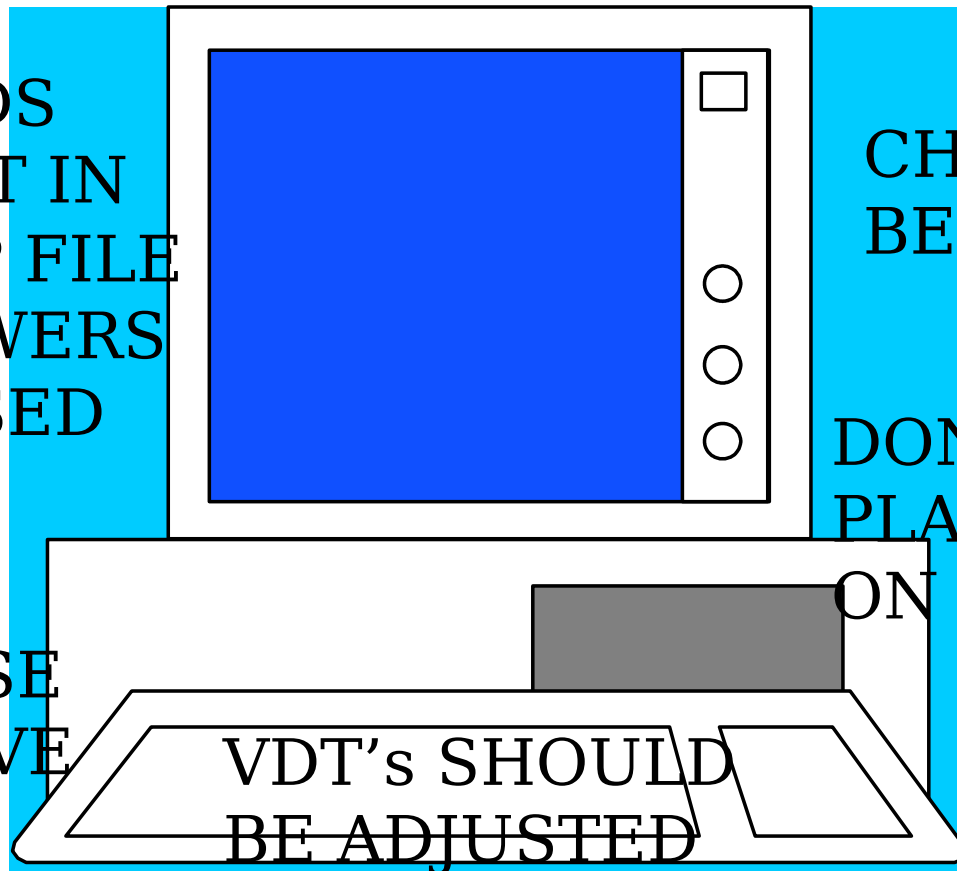
WORKSTATIONS

STOW
KEYBOARDS
WHEN NOT IN
USE KEEP FILE
DRAWERS
CLOSED

CHAIRS SHOULD
BE ADJUSTABLE

DON'T USE
PLATE GLASS
ON TOP OF DESK

DON'T USE
DEFECTIVE
CHAIRS



VDT's SHOULD
BE ADJUSTED

AT
THE RIGHT

LIGHTING

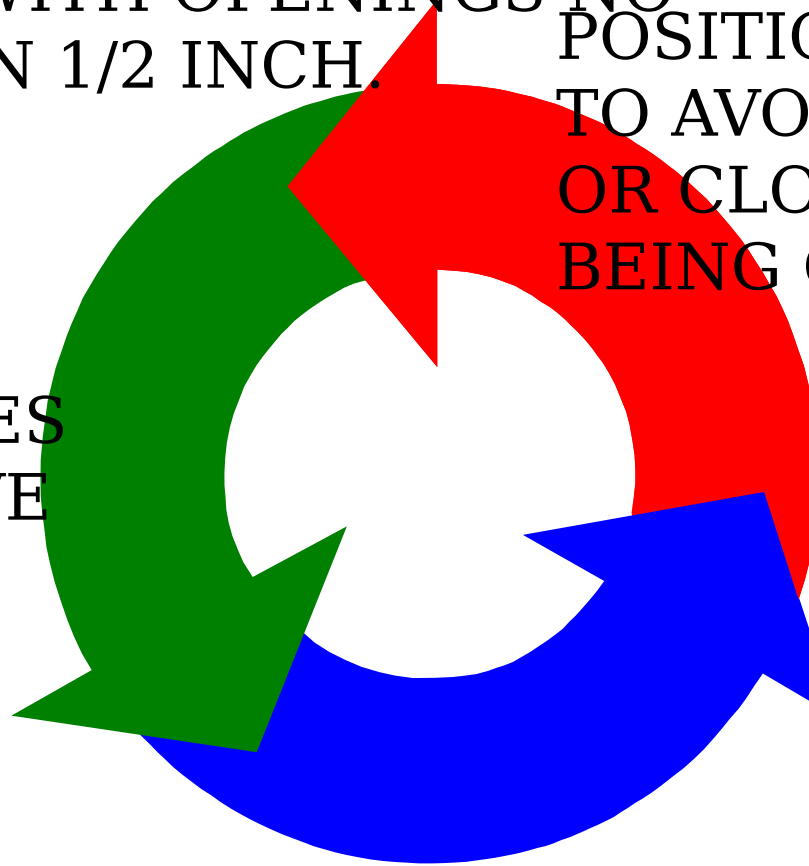
FANS

FAN GUARD WITH OPENINGS NO
LARGER THAN 1/2 INCH.

NO POSITION FANS UP HIGH
TO AVOID HANDS
OR CLOTHING FROM
BEING CAUGHT

LOOSE BLADES
OR DEFECTIVE
GUARDS

CHECK
CORDS
AND PLUGS



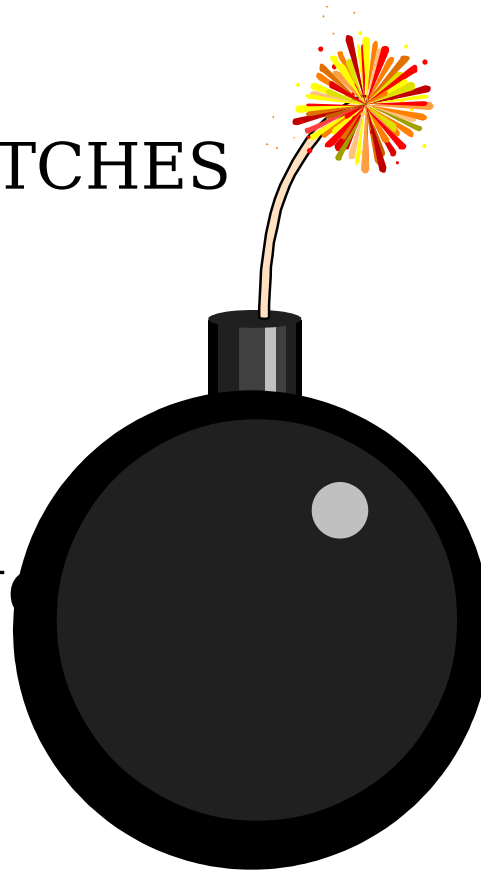
HEATERS

MUST HAVE
TIPOVER SWITCHES

CHECK FOR
FRAYED
WIRING

CHECK
TEMPERATURE
IN THE BUILDING

MUST RECEIVE
APPROVAL FROM
FACILITIES



HOUSEKEEPING

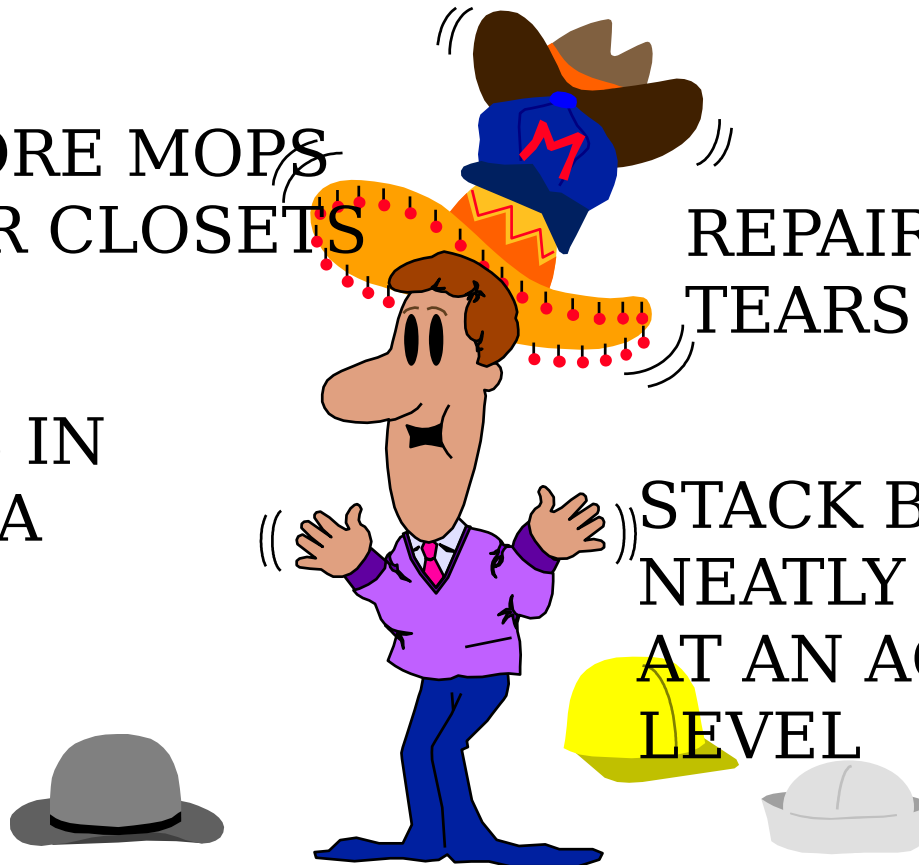
WIPE UP SPILLS
IMMEDIATELY

DON'T STORE MOPS
IN JANITOR CLOSETS

REPAIR CARPET
TEARS IMMEDIATELY

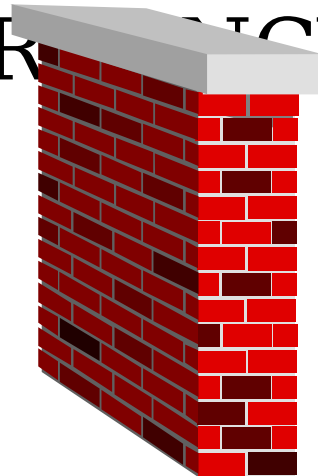
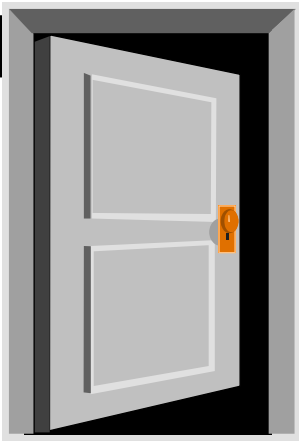
TAPE CORDS IN
TRAVEL AREA

STACK BOXES
NEATLY AND
AT AN ACCEPTABLE
LEVEL



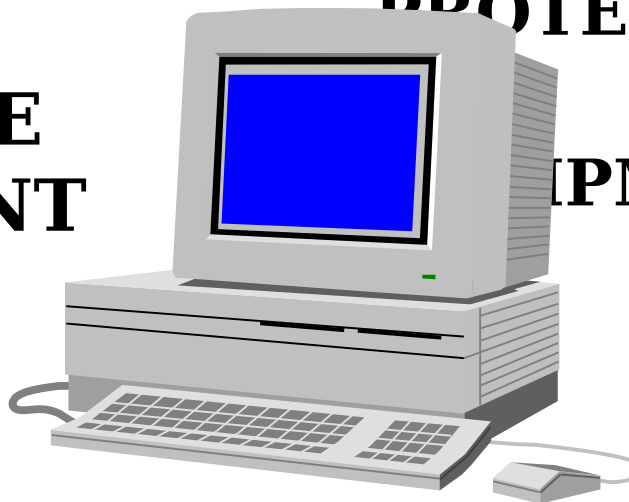
EXITS

- DON'T BLOCK THE EXIT
- MAKE SURE EXITS ARE LABELED
- DON'T BLOCK THE AISLES
- CHECK EMERGENCY LIGHTING



MISHAP CAUSATION FACTORS

- **FATIGUE**
- **HASTE**
- **INATTENTION**
- **COMPLACENT**
- **ANGER**
- **DEFECTIVE
EQUIPMENT**
- **UNREPORTED
SAFETY HAZARDS**
- **NOT USING
PROPER PERSONAL
PROTECTIVE
EQUIPMENT
(PPE)**



MISHAP PREVENTION

- **ATTITUDE**
- **COMMUNICATION**
- **TRAINING**
- **COMPLIANCE**
- **INSPECTIONS**
- **INVESTIGATION**
- **PROPER
MAINTENANCE**



MANAGERS AND SUPERVISORS ARE RESPONSIBLE FOR:

- **MAINTAINING SAFE/HEALTHFUL WORKING CONDITIONS**
- **ENSURING THAT APPROPRIATE CLAIMS ARE PROPERLY SUBMITTED IN A TIMELY MANNER**
- **MAINTAINING CONTACT WITH INJURED EMPLOYEE**



MANAGERS AND SUPERVISORS ARE RESPONSIBLE FOR:

- **MODIFYING DUTIES OF POSITION
IN ORDER TO RETAIN INJURED
WORKER**
- **REVIEWING FECA COST IN ORDER
TO IDENTIFY AREAS WHERE
COSTS CAN BE REDUCED**
- **CONSIDERED ELIGIBLE
REHABILITATED INJURED
WORKER FOR REEMPLOYMENT**



OFFICE SAFETY FACTS

- **FALLING
OBJECT
MISHAPS**
- **FIRE AND
ELECTRIC
HAZARD
MISHAPS**
- **MISC.
MISHAPS**



- **GREATEST
NUMBER OF
INJURIES COME
FROM SLIPS,
TRIPS, AND
FALLS.
RECENTLY,
THEY
ACCOUNTED
FOR 64% OF
ALL OFFICE
MISHAPS.**

OFFICE SAFETY FACTS

- **SLIPS, TRIPS,
FALLS**
- **IMPROPERLY
USED
EQUIPMENT**
- **FAULTY
EQUIPMENT**
- **COLLISIONS OR
OBSTRUCTIONS
MISHAPS**



FEDERAL EMPLOYEES COMPENSATION ACT (FECA)

- **OPNAVINST 12810.1**
 - **CNO LTR 1990**
 - **“CHARGE BACK” TO INDIVIDUAL
COMMAND**
 - **COMMAND PAYS FOR
INDIVIDUAL’S MEDICAL
EXPENSES, LOST TIME
COMMAND’S OPTAR**
 - **HRO COMPENSATION ROLL**



TOTAL MARINE CORPS

FECA COSTS



HOW TO GET PEOPLE BACK TO WORK

- **JOB ENGINEERING**
- **LIGHT DUTY**
- **RETRAIN**
- **FIND JOBS IN OTHER
AREAS**
 - **CHANGE ATTITUDE OF
SUPERVISORS TOWARD
INJURED EMPLOYEES**